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Communication 2

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, I. & S. O.

DATE: 2 April 1951

FROM : Chief, SCS

SUBJECT: Opening of Personal Mail

1. In connection with the above subject, it has been ascertained that since 29 January 1951 (the date when the Deputy Director issued an order that all mail addressed to individuals will be sent unopened to them) a large amount of official mail, classified and unclassified, has been processed through the Central Mail Room without the usual logging and screening procedure. This has jeopardized the security of classified mail to some extent in the following ways:

a. TOP SECRET mail addressed to individuals cannot be completely controlled by the CIA TOP SECRET Control Officer because the mail does not come to him under the new ruling.

b. Restricted Data, as defined in the Atomic Energy Act of 1949, has been handled in the past in a specific way in accordance with an agreement between the Atomic Energy Commission and the Agency. Restricted Data classified TOP SECRET has not presented a security problem under the new ruling, but Restricted Data of lower classification is not now controlled, because it goes directly to the individual addressee in many instances rather than through the control point set up in accordance with the above agreement.

c. From time to time classified mail comes into the Agency in plain envelopes without proper security precautions. Under the new ruling, if the mail is sent to the addressee without Mail Room processing, in most cases the incident will not be brought to the attention of I. & S. so that steps may be taken to eliminate possible security violations.

d. Some mail contains information of interest to I. & S., but will not necessarily be brought to our attention if sent directly to the addressee without Mail Room processing.

e. As you know, the Administrative Services Officer pointed out to the Deputy Director for Administration certain problems posed by Mr. Jackson's order (Tab "A"). Most of the problems with which the Administrative Services

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Officer is concerned are administrative or operational rather than security. However, it was learned that an operational problem of some importance has appeared as a result of the order. A large amount of information addressed to individuals is not available to other offices of the Agency because it bypasses the reading panels set up to assess the information against requirements of these offices. Normally, an individual receiving information is not acquainted with the requirements of other offices or is too busy to send the information on.

2. For the above reasons, it is concluded that the Deputy Director's order of 29 January 1951 has had deleterious effects on the security of mail entering the Agency.

3. It is therefore recommended that:

a. The Deputy Director for Administration be apprised of the adverse effects of the order of 29 January 1951.

b. The order of 29 January 1951 be amended to allow the Central Mail Room to open all mail except that which is considered personal after careful observation. In practice, personnel in the Mail Room can distinguish official mail from personal mail without opening the envelope.

c. That consideration be given to the suggestion by the Chief, Mail and Courier Section that private mail boxes be established for individuals who receive large amounts of mail.

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